

# Table of Contents

APPENDIX GG - Project Data Checklists.....	GG-i
Resident Engineer File Checklist.....	GG-3
Survey File Checklist.....	GG-16



## Resident Engineer File Checklist

### Landscape Architecture √ LIST

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Irrigation products		
2. Water Company Service Contracts		
3. Source of special plants		
4. Quantity Calculation Sheet (not a summary)		
5. Utility Plans and correspondence		
6. Design Intent Statement		
7. Pressure Calculation Data		

## Environmental √ LIST

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Environmental Document (FEIS/FEIR or Negative Declaration/FONSI or Categorical Exemption/Categorical Exclusion)		
2. Backup reports (Noise, Cultural Resources, etc.)		
3. List of mitigation measures (and environmental commitments)		
4. Pertinent correspondence		

## Materials √ LIST

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
*1. Materials Report		
2. Other pertinent reports		

- \* If the Materials Report covers more than one Construction Contract, copies should be forwarded to the Construction Unit with the contract. Construction will re-use these copies for successive jobs.

## Project Development √ LIST

(Page 1 of 3)

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
*1. Project approval document and/or supplemental reports (if prepared by Design)		
2. Preliminary Plans		
3. Cross-sections (include drainage profile)		
4. PS&E submittal		
5. Modified Drainage Report (if not included in PS&E submittal)		
6. Detailed analysis of contract quantities		
7. Dummy correspondence and dummy review correspondence		
8. Correspondence and comments peculiar to the project (if not in PS&E submittal)		
9. EDP Data: a. Grid-Grade Sheet b. Terrain notes c. Roadbed notes d. Earthwork Quantity Sheet e. Earthwork Detail Sheet		

\* If the Project Report covers more than one Construction Contract, copies should be forwarded to the Construction Unit with the first contract. Construction will re-use these copies for successive jobs.

## Project Development √ LIST

(Page 2 of 3)

ITEMS REQUIRED	DATE PROVIDED	REMARKS
10. Working Drawings (if available to facilitate construction not in plans) <ul style="list-style-type: none"> <li>a. Drawing of complete Interchange where stage construction is involved</li> <li>b. Contour maps</li> <li>c. Edge of Pavement profiles</li> <li>d. Grids</li> <li>e. Superelevations</li> <li>f. Coordinates</li> </ul>		
11. Approved (Vellum) Striping Diagram (and four prints)		
12. Monumentation Data (approved or agreed lay-out for job monuments)		
13. Cost estimate, breakdown of lump-sum items if not included in analysis of quantities (structure quantities) <ul style="list-style-type: none"> <li>a. Other - (itemize)</li> <li>b. Summary of pending items - (itemize)</li> </ul>		
14. Work on Contract for other agency (city, county, etc.) <ul style="list-style-type: none"> <li>a. Description of work to be done for other agency</li> <li>b. Name &amp; address of other agency involved</li> <li>c. Person to be notified when work is done</li> </ul>		
15. Names of individuals to contact in various public agencies		
16. Presidents of interested associations, with their address and phone numbers		

## Project Development √ LIST

(Page 3 of 3)

ITEMS REQUIRED	DATE PROVIDED	REMARKS
17. Names of other interested individuals — particularly those who have followed the design and may be critical of the State's highway program		
18. Public Meeting Reports and/or CTC Hearing Reports		
19. Copy of Reduced As-Builts		



## Cooperative Agreement √ LIST

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Cooperative Agreements with other agencies		

## Hydraulics √ LIST

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Drainage Report (if not included in the PS&E submittal furnished by Design Unit)		

## Maintenance √ LIST

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Active Encroachment Permits (excluding those issued in response to a utility Notice to Relocate)		

## Traffic √ LIST

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Letter — disposition of salvaged equipment		
2. Letter — acceptance of work for other agencies		
3. Other pertinent information, letters of request, or complaints from cities, counties, or the general public — Caltrans' response — the concurrence of the other entities		

## Right of Way √ LIST

Date Requested \_\_\_\_\_

Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_

EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. R/W Clearance letter a. Status of land acquisition b. Building obstructions (1) Removal dates (by R/W) (2) Availability dates (to Hwy. Const.) c. Certification of R/W (1) Advertisement of project and / or (2) Award of contract		
2. Final Certification of R/W for Award of Contract (if required)		
3. Complete list of parcels for project (includes status of parcel acquisition and notation as to contractual obligations, if any)		
4. Contractual obligations (by parcel)		
5. Borrow Agreements		
6. Disposal Agreements		
7. Right of Entry		
*8. Service Contracts		
9. Other - (itemize)		

\* Refers to work performed in R/W during construction contract period by other than highway contractor and/or when Resident Engineer will perform inspection for Right of Way Branch.

## Right of Way Engineering √ LIST

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Key map to define the hard copy number and Record Map number		
2. Print of hard copy		
3. Reverse chronoflexes of either:  a. Record maps, with title blocked out (if record maps are prepared from the appraisal maps), or  b. Skeleton of the record maps (if record maps are prepared independently from the appraisal maps)		

## Utilities √ LIST

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Utility Relocation Plans a. telephone b. gas c. electrical d. water e. fire alarm f. sewers (if not by contract)		
2. Utility Relocation Notices a. telephone b. gas c. electrical d. water e. fire alarm f. sewers (if not by State contract)		
3. Railroads * a. Construction Maintenance Agreement b. letter of transmittal * c. Service Contracts d. letter of transmittal		

\* Copy of Authorizing PUC order in R/W Engineering Files.

## Survey File Checklist

---

---

### Project Development √ LIST

(Page 1 of 2)

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Control Used for Design a. Diagram b. Coordinate List *		
2. Preliminary Plans ( <i>at least 30 to 60 days in advance of award</i> )		
3. Final Contract Plans a. Full size b. Reduced		
4. 1:200 Staking Plans		
5. Roadway Cross-Sections		
6. Roadway Alignments a. Main Lines, Ramps & Branch Connections* b. Frontage Roads * c. Detour * d. Other *		
7. Roadway Slope Stake Listings (2 per page) *		
8. Grid Grade Listings (2 per page) *		

\* In addition to providing in Print Format, provide in Digital Format through access to IGRDS design file.



## Project Development

### √ LIST

(Page 2 of 2)

ITEMS REQUIRED	DATE PROVIDED	REMARKS
<p>9. Drainage</p> <p>a. Alignment data * <i>(provide station/offset for angle points, end points and curve data, and coordinates if available)</i></p> <p>b. Cross-sections *</p> <p>c. Structure Locations * <i>(provide station/offset to the centerline point at the flowline of all structures, and coordinates if available)</i></p>		
<p>10. Profiles</p> <p>a. Roadways *</p> <p>b. Curb and Gutter *</p> <p>c. Median *</p> <p>d. Ditch or Channel *</p> <p>e. Other</p>		
<p>11. Lay-Out Lines <i>(provide station/offset for angle points, end points and curve data, and coordinates if available)</i></p> <p>a. Ditches and Channels *</p> <p>b. Retaining Walls and Noise Barriers *</p> <p>c. Benches *</p> <p>d. Other *</p>		
<p>12. Taper, Transition Curve, and Flare Locations <i>(sufficient data to precisely define: Begin &amp; end locations, radius points, offsets, and parabolic curve base line distances and offsets.)</i></p> <p>a. Guard Rails</p> <p>b. Curb Returns</p> <p>c. Pavement Edges</p>		
<p>13. Right of Way Data * <i>(provide station/offset for angle points, end points and curve data, and coordinates if available)</i></p>		

\* In addition to providing in Print Format, provide in Digital Format through access to IGRDS design file.

## Right of Way Engineering √ LIST

Date Requested \_\_\_\_\_ Date of Reply \_\_\_\_\_

Co. Rte. KP(PM) \_\_\_\_\_ EA \_\_\_\_\_

Limits \_\_\_\_\_

\_\_\_\_\_  
*signature of respondent*

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Prints of Hard Copy		
2. R/W ties to centerline		
3. Appraisal Maps		
4. Record Maps		